



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON  
307 CHAMBERLAIN AVENUE  
FORT GORDON, GEORGIA 30905-5730

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DEC 17 2009

MEMORANDUM FOR ALL COMMANDERS

SUBJECT: Garrison Commander's Policy Memorandum No. 16 – Use of Nonappropriated Funds (NAFs)

1. Use of installation NAFs for unit functions and social events (e.g., parties, organization days, etc.) will be limited to activities coordinated with the Gordon Club, whether conducted on or off post. This does not include events for which food is purchased and cooked by unit personnel (e.g., cookouts with hamburgers, hotdogs, steaks, etc.). This policy does not apply to the Chaplains' Fund.
2. Requests for such events should be coordinated first with the Morale, Welfare and Recreation (MWR) club (i.e., the Gordon Club). Requesting units should submit an itemized list of foods, beverages, and/or services being sought to assure that competitive pricing is on like or similar items. If the club declines or is unable to provide the request, the requesting units should obtain a written Statement of Nonavailability (SNA) from the representative of the club. The SNA should then be presented along with a Purchase Request to the Financial Management Division, Directorate of Family and Morale, Welfare and Recreation, in order to obtain approval for funding and make arrangements to purchase from an alternate source.
3. Without SNA from the MWR club, expenditure of NAFs will not be authorized. This will best manage Fort Gordon's NAF resources, extending the benefits they provide to the installation and its personnel.
4. Financial Management Division, Directorate of Family and Morale, Welfare and Recreation is the proponent for this policy memorandum

  
GLENN A. KENNEDY, II  
COL, SC  
Commanding